

ANNOUNCEMENT NUMBER: 09-15

OPEN TO: All Interested Candidates
POSITION: PAO Secretary, FSN-07; FP-7
OPENING DATE: May 19, 2009
CLOSING DATE: Close of business June 7, 2009
WORK HOURS: Full-time; 40 hours/week
GRADE LEVEL: *Not-Ordinarily Resident: Position Grade: FP-7 to be confirmed by Washington
*Ordinarily Resident: Position Grade: FSN-07

NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY **MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Damascus is seeking an individual for the position of Secretary to the Public Affairs Officer in the Public Affairs Section.

BASIC FUNCTION OF POSITION

The PAO Secretary serves as the personal secretary to the PAO and as the Public Diplomacy (PD) Office Manager. The incumbent acts as Public Diplomacy receptionist, keeps the bi-weekly PD Time and Attendance records, and serves as back-up for the Cultural Affairs and Administrative Assistants.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION: University degree in English, liberal arts, or related field required.

EXPERIENCE: Minimum of four years of experience as an executive secretary with major responsibilities in office management and interfacing with mid to upper-level contacts is required. Experience in an American or international organization or in a public relations position is desired.

LANGUAGE: Level IV Fluent English and Arabic: At this level an employee is required to possess a high degree of proficiency in both written and spoken English and Arabic, including the ability to translate from Arabic into precise and correct English, and from English into Arabic. On occasion, an employee at this level may be expected to act as an interpreter in situations where considerable importance is attached to proper word meaning.

SKILLS AND ABILITIES:

- Complete competence in computer skills, including Windows, MS Word & MS Outlook
- Complete competence in Internet skills, including the use of search engines.
- Excellent typing ability in English and Arabic.
- Must be able to consistently resolve problems and make quick decisions when handling callers or visitors; exercise judgment in determining when to introduce or pass calls to supervisor and when to refer such contacts to others in the public diplomacy section, the American Language Center, or other embassy sections.
- Ability to plan complex schedules in advance, including the schedule of the Public Affairs Officer, and to manage reservations for the use of the PD auditorium.
- Ability to work with social and professional levels from foreign diplomats to senior U.S. embassy officials.
- Ability to design invitation cards for each PAO event.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application. After initial screening the best-qualified candidates will be interviewed by the Post Employment Committee.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen Eligible Family Members (EFMs) who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Non-Ordinary Residents (NORs) hired under a Personal Service Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for Federal Employment (OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their FORM DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THE APPLICATION, OTHERWISE APPLICATION WILL NOT BE CONSIDERED:

- Insert Vacancy No. in your application.
- Application and a copy of the Syrian ID card or legal residency & work permit.
- A copy of school/university certificate.
- Proof of previous work experience(s) required.

Only applications received in the Human Resources Office before the closing date will be eligible for consideration.

Applications which are inadequate or incomplete will not be considered.

Application and C.V. will become the property of the Embassy and will not be returned.

SUBMIT APPLICATION TO

Human Resources Office
 American Embassy Damascus
 2, Al-Mansour Street
 P.O. Box 29
 Damascus – Syria
 Fax No. (963-11) 3391-3999

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared

by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The US Mission in Damascus provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.